In addition to the standard Circulation policies, a complete list of library policies can be found on our website and in both the Faculty Handbook and Employee Handbook.

Holds and Recourse*

- A Checkout Hold is automatically placed on the borrower’s account once any material is overdue in the system. A Checkout Hold will prevent the patron from borrowing materials from the library.
- Any Library materials overdue 30 days from the original due date and/or non-payment of repair or replacement costs will be noted as delinquent in the Virtua system.
- Faculty account delinquencies will be forwarded to the Provost’s Office, and non-Academic Affairs Staff delinquencies will be referred to Human Resources. Non-payment of repair or replacement charges will be noted in the context of annual Performance Evaluations.

*It is not within the Library’s purview to make exceptions to College checkout policies; Faculty may direct their concerns to the Provost’s Office, and Staff to Human Resources, should the need arise.